



## **Youth Employment Coordinator/Job Developer (Elevate Program)**

### **ORGANIZATION OVERVIEW**

Beyond Emancipation (B:E) supports transition aged youth with experience in the foster care or probation systems in their transformation to live healthy, connected, and productive lives. Since 2010, B:E has worked to develop, integrate, and now disseminate an approach to services based on coaching principles and techniques. The resulting model, *Creative Connected Resourceful and Whole*, ensures youth have support to build capacity, expand possibilities, and achieve greater fulfillment and success while staying on track with life objectives in five core areas: housing, education, employment, permanency, and wellness.

B:E has grown rapidly since it was founded in 1996. Our budget for 2017-18 is approximately 4.2 million. Contracts with the Social Services Agency (SSA), corporate and foundation grants, and individual donors support our work. The office environment is friendly, casual, mission-focused, and fast-paced. More information is available at: [www.beyondemancipation.org](http://www.beyondemancipation.org).

B:E is always looking for talented, self-motivated individuals to join our team. If you think you are ready to be a part of an exciting team, then we encourage you to apply!

### **POSITION**

The Youth Employment Coordinator/Job Developer is a member of the Education and Career Pathways Division at B:E. The goal of the Education and Career Pathways Division is to assist current and former foster and probation youth, including those who are disconnected from services and support, to persist and succeed in secondary and post-secondary education, and to secure and sustain satisfying, livable wage employment.

**The Youth Employment Coordinator/Job Developer is responsible for coordinating Elevate**, a program designed to support local businesses and prepare transition age youth for permanent employment through on-the-job training, work experience, professional development, skill-building, and wraparound support. He or she will be responsible for recruiting and supporting employer partners and providing coaching and skill-building to youth enrolled in the program. The Youth Employment Coordinator/Job Developer reports to the Education and Career Pathways Division Manager.

## ESSENTIAL FUNCTIONS

- Recruit, screen, and orient local businesses, non-profits, and social enterprises to serve as employer partners for the Elevate and GROW program
- Recruit, screen, and orient local restaurants and other culinary businesses to serve as employer partners for the GROW and ELEVATE program
- Work closely with internal and external partners to recruit, assess, and orient eligible youth for the ELEVATE program
- Set the program schedule, including workshops and special events,
- Provide individualized education and employment coaching and support for youth in the Elevate cohort.
- Perform site visits at job placements and work with employer partners to evaluate youth's performance and provide appropriate feedback and interventions
- Working in collaboration with the Transition Services Division, provide case management/coaching to youth on barriers affecting their education and employment success
- Actively employ harm reduction strategies with youth and promote behaviors that support self-reflection, program completion and job retention
- Develop and maintain relationships with all community partners associated with the Elevate program
- Track youths' program participation hours, gift card and transportation pass distribution as well as review youth timesheets,
- Track, measure, and report client activities and client outcomes during and after the program; participate in ongoing workgroup to analyze data and improve programming
- Enter ELEVATE program data into Beyond Emancipation's Apricot Database System within 24 hours after interaction with each client
- Represent Beyond Emancipation at community meetings and events
- Make presentations to child welfare workers, probation officers, caregivers, and community based organizations on topics related to education and career development
- Participate in external committees and networks focused on improving educational and career opportunities for underserved youth
- Participate in Beyond Emancipation's efforts to implement cohorts and facilitate group coaching sessions to support youth to achieve education and career goals
- Participate in organization-wide meetings and trainings and Worker of the Day duties and rotation.
- Perform other projects/duties as assigned.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

As mandated by Community Care Licensing (CCL), an offer of employment for this position will be contingent upon successful completion of a background check, including

fingerprinting. The successful applicant will also have TB test clearance, possess a valid California driver's license, and maintain a clean DMV record.

## **QUALIFICATIONS**

- Bachelor's Degree in related field required; MA in a related field or the equivalent experience preferred
- 3-5 years' experience in job development, employer recruitment, and/or managing relationships with employer partners required
- 3-5 years' experience working directly with transition age youth on workforce development or education
- Must have experience working with at-risk, underserved populations, experience with the child welfare system is a plus
- Excellent written and oral communication skills required, experience with group facilitation a plus
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including government agencies, educational institutions, and other community based organizations
- Strong time management, organization, and documentation skills
- Access to a reliable car, insurance, and a clean driving record is required.

## **PHYSICAL DEMANDS**

The physical demands of this position are light with the expectation that the staff person can exert up to 20 lbs. of force occasionally, and/or up to 10 lbs. of force frequently, and/or a negligible amount of force constantly to move objects. Light work usually requires walking or standing to a significant degree. Physical demands are in excess of those of sedentary work. The position requires frequent computer use at a workstation. B:E will make reasonable accommodations in compliance with the Americans with Disabilities Act of 1990. This job description and its physical requirements will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal job functions are subject to modification.

## **COMPENSATION AND HOURS**

This is a temporary, non-exempt and hourly position expected to be 40 hours per week on average. Your schedule will vary based on need and could extend into the early evening, with some weekend hours. Compensation range for this position is \$21.63 per hour. As a temporary employee, you will not be eligible to participate in any Company benefit plans with the exception of Paid Sick Leave as required by local and state law.

## **EQUAL OPPORTUNITY**

We recognize that in order to better serve our clients we need to continue to build an organization that supports, understands and lives diversity - in our staffing and in our values.

Our commitment to a coaching model is a step towards building a supportive community and we encourage diverse candidates who will be a leader in integrating our work and values to transform the life of our clients. B:E is an equal opportunity employer, and we seek to develop a diverse workforce.

## **HOW TO APPLY**

Please send a resume and cover letter to [youthemploymentjob@beyondemancipation.org](mailto:youthemploymentjob@beyondemancipation.org) with “Youth Employment Coordinator/Job Developer” in the subject line. In your cover letter, please discuss any experience you have with job development, employer recruitment, or working with transition age youth. Deadline for submissions is October 2, 2017.